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INTRODUCTION:

There are times when scheduling a query is required, because either the query takes too long to run or has more rows than can be displayed on a page. These directions display specific instructions for scheduling the AOC-CHARGE_ID_ALLOC_EOM query, but the instructions can be used for other queries as well

STEP 1: Search for a Query to Schedule

NAVIGATION: Main Menu > Reporting Tools > Query > Query Viewer

1. The [Query Viewer](#) page will display.
 - a. **Search By field:** Enter the query name, i.e. AOC_CHARGE_ID_ALLOC_EOM
 - b. Click the **Search** button.
 - c. Click the [Schedule](#) link on the applicable row of the desired query

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Query ▾ > Query Viewer

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Query Viewer



Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name ▾ begins with AOC_CHARGE_ID_ALLOC_EOM

Search [Advanced Search](#)

Search Results

*Folder View -- All Folders -- ▾

Query				Personalize Find View All  			First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_CHARGE_ID_ALLOC_EOM	Charges inc9588,9591,7530w/OTH	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

2. The [Scheduled Query](#) page will display.
 - a. On the **Find an Existing Value** tab: Click the **Search** button, if Run Controls ID's already exist for scheduled queries.
or
 - b. Click the **Add a New Value** tab if no queries have been scheduled in the past.

Scheduled Query

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ **Search Criteria**

Private Query begins with ▼

Query Name begins with ▼

Run Control ID begins with ▼

Description begins with ▼

☐ **Case Sensitive**

Search

Clear

Basic Search
Save Search Criteria

Search Results

View All	First	1-3 of 3	Last
Query Name	Run Control ID	Description	
AOC_BILLING_CORRECTION	GHOE	JUD62 daily query	
AOC_BILL_ADJUSTMENTS	GHOE_report	report	

STEP 2: Schedule the Query

1. The **Add a New Value** tab *Scheduled Query* page will display.
 - a. **Private Query:** Enter 'N' unless it defaults in.
 - b. **Query Name:** Enter the exact name of the query.
 - c. **Run Control ID:** Enter a Run Control ID (No spaces are allowed).
 - d. Click the **Add** button.

Scheduled Query

Find an Existing Value
Add a New Value

Private Query

Query Name

Run Control ID

2. The *query name parameter entry* window will display. For this query example:
 - a. **SetID:** Enter "JUD##", where ## is the 2-digit county code.
 - b. **From Z Date:** Enter or select a date.
 - c. **To Z Date:** Enter or select a date.
 - d. Click the **OK** button.

AOC_CHARGE_ID_ALLOC_EOM

SetID

From Z Date

To Z Date

3. The [Schedule Query](#) page will display.
 - a. ***Description:** Enter the desired description. Spaces are allowed.
Note: The asterisk (*) next to description indicates that it is a required field
 - b. Click the **OK** button.

Schedule Query

Run Control ID EOM_QRY Report Manager Process Monitor

Query Name AOC_CHARGE_ID_ALLOC_EOM

***Description** EOM Info

Update Parameters

Prompt Name	Value
SETID	JUD07
FROM_DATE	2018-10-01
TO_DATE	2018-10-31

OK Cancel Apply

4. The [Process Schedule Request](#) page will display.
 - a. **Server Name:** Leave blank
 - b. **Recurrence:** Leave blank
 - c. **Time Zone:** Leave blank
 - d. **Run Date:** Leave the current date displayed (it is the default). Enter a future date to schedule the query for a later date.
 - e. **Run Time:** Leave current time displayed (it is the default). Enter a future time to process the query at a later time in the same day.
 - f. **Format:** Choose XLS from the drop down box, the default is TXT.
 - g. Click the **OK** button.

Process Scheduler Request

User ID GERLINDE.HOFLEITNER

Run Control ID EOM_QRY

Server Name

Recurrence

Time Zone

Run Date

10/24/2018

Run Time

8:19:58AM

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	XLS	Distribution

OK

Cancel

5. The [Query Viewer](#) page will display. See the next step on how to view the query results.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with

AOC_CHARGE_ID_ALLOC_EOM

Search

Advanced Search

Search Results

*Folder View

-- All Folders --


Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AOC_CHARGE_ID_ALLOC_EOM	Charges Inc9588,9591,7530w/OTH	Public	OTC	HTML	Excel	XML	Schedule	Lookup References	Favorite

STEP 3: Open the Scheduled Query

NAVIGATION: Main Menu > People Tools > Process Scheduler > Process Monitor

1. The [Process List](#) page will display.
 - a. Click the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **posted**.
 - b. Click the [Details](#) link.

Favorites ▾ Main Menu ▾ > PeopleTools ▾ > Process Scheduler ▾ > Process Monitor


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Process List

Server List

View Process Request For

User ID
 Type

Server
 Name
 Instance From Instance To

Run Status
 Distribution Status
☒ Save On Refresh

Process List

[Personalize](#) | [Find](#) | [View All](#) | |

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1821021		Application Engine	PSQUERY	GERLINDE.HOFLEITNER	10/24/2018 8:19:58AM EDT	Success	Posted	Details

[Process List](#) | [Server List](#)

2. The *Process Detail* page will display.
 - a. Click the [View Log/Trace](#) link.

Process Detail
 ✕

Process

Instance 1821021	Type Application Engine
Name PSQUERY	Description PSQUERY
Run Status Success	Distribution Status Posted

Run

Update Process

Run Control ID EOM_QRY	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSNT3	<input type="radio"/> Cancel Request
Recurrence	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Re-send Content
	<input type="radio"/> Restart Request

Date/Time

Actions

Request Created On 10/24/2018 8:23:42AM EDT	Parameters	Transfer
Run Anytime After 10/24/2018 8:19:58AM EDT	Message Log	View Locks
Began Process At 10/24/2018 8:23:46AM EDT	Batch Timings	
Ended Process At 10/24/2018 8:25:02AM EDT	View Log/Trace	

OK

Cancel

3. The [View Log/Trace](#) page will display.
 - a. Click the appropriate file query link ending with .xlsx to open and view the results.

View Log/Trace

Report

Report ID	1743293	Process Instance	1821021	Message Log
Name	PSQUERY	Process Type	Application Engine	
Run Status	Success			

EOM Info

Distribution Details

Distribution Node	PSUNIX	Expiration Date	10/31/2018
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File List

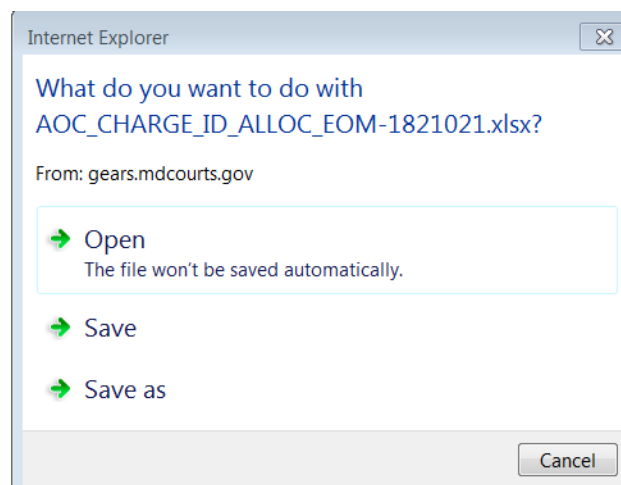
Name	File Size (bytes)	Datetime Created
AE_PSQUERY_1821021_stdout	300	10/24/2018 8:25:02.989692AM EDT
AOC_CHARGE_ID_ALLOC_EOM-1821021.xlsx	25,609	10/24/2018 8:25:02.989692AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	GERLINDE.HOFLEITNER

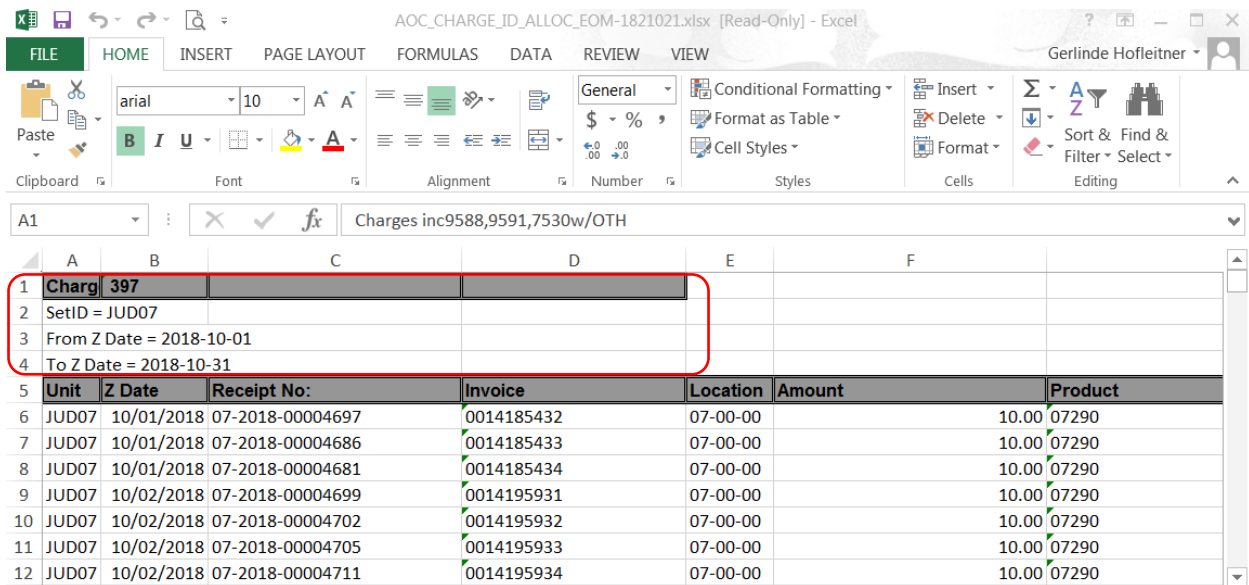
[Return](#)

4. The [Internet Explorer](#) window will display.
 - a. Click **Open**: This will open the report in an Excel file. Please allow it time to download into the Excel format.
or
 - b. Click **Save**: This allows the report to be saved to the Desktop.
or
 - c. Click **Save as**: This allows the report to be saved in a different format.



5. The *Excel file* will open.

Note: If viewing of the criteria used to run the query is not needed, the first 4 rows (could be only 1 or more rows depending on your criteria) may be deleted to view the data results only.



AOC_CHARGE_ID_ALLOC_EOM-1821021.xlsx [Read-Only] - Excel

Gerlinde Hofleitner

Charges inc9588,9591,7530w/OTH

Unit	Z Date	Receipt No.	Invoice	Location	Amount	Product
JUD07	10/01/2018	07-2018-00004697	0014185432	07-00-00	10.00	07290
JUD07	10/01/2018	07-2018-00004686	0014185433	07-00-00	10.00	07290
JUD07	10/01/2018	07-2018-00004681	0014185434	07-00-00	10.00	07290
JUD07	10/02/2018	07-2018-00004699	0014195931	07-00-00	10.00	07290
JUD07	10/02/2018	07-2018-00004702	0014195932	07-00-00	10.00	07290
JUD07	10/02/2018	07-2018-00004705	0014195933	07-00-00	10.00	07290
JUD07	10/02/2018	07-2018-00004711	0014195934	07-00-00	10.00	07290

End of Process to Schedule a Query.